

**LIBRARY OF VIRGINIA**

Archival and Records Management Services Division  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

**CERTIFICATE OF RECORDS DESTRUCTION**

(Form RM-3 July 2008)

This form documents the destruction of public records in accordance with the *Virginia Public Records Act*, § 42.1-76 through 42.1-91 of the *Code of Virginia*.

<b>1. Agency / Locality</b> Library of Virginia		<b>2. Division / Department / Section</b> Human Resources			
<b>3. Person Completing Form</b> Lane Jones		<b>4. Address</b> 800 E. Broad St. Richmond VA 23219-8000		<b>5. Telephone Number &amp; Extension</b> 804-555-1234	
<b>6. Records to Be Destroyed</b>					
<b>a) Schedule and Records Series Number</b>	<b>b) Records Series Title</b>	<b>c) Date Range (mo/yr)</b>	<b>d) Location</b>	<b>e) Volume</b>	<b>f) Destruction Method</b>
GS-103; 012185	Hiring Records	1/2003 - 12/2004	locked file	4.5 cu. ft.	Shred
GS-103; 100493	Pay Classification Records	1/2000 - 12/2002	locked file	.5 cu. ft.	Shred
220-027; 005433	Records Management Workshop attendance records	1/2002 - 12/2002		.1 cu. ft.	Trashcan
GS-102; 012134	Leave Records – 60 Day Status Report	1/2007 - 6/2007		2.4Megabytes	Electronic shredding

**DESTRUCTION APPROVALS**

*NOTE: Public records may not be destroyed without receiving prior approval from your agency or locality Records Officer.*

We certify that the records listed above have been retained for the scheduled retention period, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

**7. Approving**

**Official (Print)** Lane Jones

**Signature**

**Date** 10-1-2007

**8. Designated Records**

**Officer (Print)** J.A. Smith

**Signature**

**Date** 10-3-2007

**9. Records**

**Destroyed By (Print)**

**Signature**

**Date**